



Role Profile

Job Title

Learning and Development Manager

Salary range

Point 50

Contract

Permanent 52 weeks

Main location

Portland College

Hours and basis

37.5 hours per week

Reports to

Head of People

Date of issue

May 2026

Why Portland Charity needs this role

The Portland Charity Group includes Portland College, Pollyteach and Jump Start. Portland College provides education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of campus sites in Nottinghamshire with approximately 600 staff. Pollyteach is an independent school based in Nottinghamshire with approximately 30 staff. Jump Start is an Alternative Provision based in Nottinghamshire with approximately 8 staff.

The Learning and Development Manager will lead, design and deliver a strategic, high-quality learning and development offer that enables all staff at Portland College to thrive, perform at their best, and consistently deliver outstanding outcomes for learners and citizens.

What you will be doing

- Support the Head of People to develop and implement a Learning and Development Strategy aligned to the 5-year strategic plan, Quality Improvement Plan and People priorities.
- Ensure learning provision is equitable and meets the needs of a diverse workforce across education, care and support services, reflecting regulatory, professional and service-specific requirements.
- Work in partnership with managers and senior leaders to ensure staff development activity supports professional standards and quality improvement.
- Maintain accurate oversight of training compliance, participation and effectiveness and impact.
- Produce, analyse and interpret learning and development data and reports to identify themes, risks, gaps and improvement actions.
- Manage the procurement and quality assurance of external learning provision, ensuring providers meet internal requirements, deliver impact and offer value for money.
- Embed learning and development fully within the Individual Performance Review (IPR) process, ensuring development needs are systematically identified, planned, tracked and evaluated.
- Manage and develop the College's apprenticeship programmes, ensuring alignment with workforce needs and progression pathways.
- Design, commission and oversee leadership and management development programmes, strengthening people management capability and organisational culture.
- Develop and maintain clear career pathways across all areas of the Charity to support progression, retention and succession planning.
- Oversee the Learning Management System (LMS), working with People team colleagues to ensure it is accessible, well-used and fit for purpose.



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- Design and deliver high-quality learning content and programmes, using blended approaches where appropriate.
- Manage and support internal trainers and facilitators, ensuring consistency, quality and effectiveness of delivery.

Key results we want to see from this role

- A skilled, confident workforce where learning clearly improves staff capability, quality of practice and learner/citizen outcomes.
- Strong leadership and management capability that supports psychological safety, accountability and effective people management.
- Continuous improvement of learning and development opportunities and activities across the organisation.

Dimensions of the role

- No direct reports
- Support the Head of People to manage the learning and development budget

Key work relationships

- Internal – People team, Senior Management Team, Department and Line Managers, Quality team, Finance team
- External stakeholders – Training and apprenticeship providers, LMS provider

Working Environment

- Hybrid working of 2 days remote and 3 site based following completion of probation period
- Shared office with 5 colleagues
- You will be required to travel to our sites across Nottinghamshire

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check relevant to the role and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

Other Duties & Responsibilities

Such other duties as the management may from time to time reasonably require. The above role profile does not form part of your terms and conditions, is not all encompassing and is subject to regular review.

I have read and accept the duties and responsibilities outlined in this role profile.

Signature of post holder

Date